

PFCC Decision Report

Please ensure all sections below are completed

Report reference number: 157-23

Classification (e.g. Not protectively marked/restricted): **Not protectively marked**

Title of report: Access to Information Policy

Area of county / stakeholders affected: Countywide

Report by: Darren Horsman

Chief Officer: Darren Horsman

Date of report: 6/12/2023

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1. Executive Summary

This decision report seeks the PFCC's approval for a revised Access to Information Policy, following several changes suggested in the 2023 GDPR Internal Audit.

2. Recommendations

The PFCC approves the revised Access to Information Policy, attached as appendix a.

3. Background to the Proposal

Following the 2023 GDPR Internal Audit a number of changes were suggested to the Access to Information Policy. These suggestions were to provide greater clarity for the public in terms of how they can access information. They covered the inclusion of additional detail to align the policy more closely with ICO recommended best practice.

Following the 2023 GDPR Internal Audit the recommendations were implemented, and the draft version of the policies reviewed by the PFCC Senior Management Team. This decision report is seeking formal approval for this policy.

4. Proposal and Associated Benefits

This decision will more closely align the PFCC's Access to Information Policy with the ICO recommended best practice, it will complete the recommendation from the specific 2023 GDPR Internal Audit and provide further clarity for the public on how they can access data held by the PFCC and their team.

5. Options Analysis

The commissioner could decide not to agree this policy but that would go against the recommendation from the 2023 GDPR Internal Audit recommendations that they have accepted. They could also seek further review, but this would take time and provide limited benefit given the robust reviews already undertaken.

6. Consultation and Engagement

This work has been discussed at the PFCC's Management Team Meeting and with our Data Protection specialist advisors BLS as well as directly with our auditors.

7. Strategic Links

This decision will help underpin our data protection framework within the office which support the fulfilment of the PFCC's legal obligations in terms of data handling and support the transparency of activity they undertake.

8. Police operational implications

This decision does not have any specific operational implications for either the police or fire and rescue service.

9. Financial implications

There is no cost implication of this decision.

10. Legal implications

This policy will form part of our overall policy framework and support compliance with our statutory obligations.

11. Staffing implications

This revised policy will be shared with staff who will need to comply with them and support their implementation.

12. Equality, Diversity and Inclusion implications

This policy supports our Equality, Diversity and Inclusion Strategy, provide clear and understandable access to information required to understand the work of the PFCC and include provision for necessary adjustments, if required, to allow everybody to access required information.

13. Risks and Mitigations

There is a risk that this policy will not be complied with however to mitigate this we will share with staff and ensure that data handling best practice is regularly highlighted across the office.

14. Governance Boards

This policy was discussed at the PFCC's Senior Management Team meeting on the 10th of October 2023.

15. Links to Future Plans

The revised policies are part of a range of updates and recommendations arising from the 2023 GDPR Internal Audit.

16. Background Papers and Appendices

Access to Information Policy – Appendix A

Report Approval

The report will be signed off by the PFCC's Chief Executive and Chief Finance Officer prior to review and sign off by the PFCC / DPFCC.


Chief Executive / M.O.

Sign: 

Print: Darren Horsman - Deputy MO

Date: 6/12/2023

Chief Finance Officer

Sign: 

Print: Janet Perry

Date: 7 January 2024

Publication

Is the report for publication?

YES

NO

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

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If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

Redaction

If the report is for publication, is redaction required:

1. Of Decision Sheet? YES
NO

2. Of Appendix? YES
NO

If 'YES', please provide details of required redaction:

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Date redaction carried out:

Chief Finance Officer / Chief Executive Sign Off – for Redactions only

If redaction is required, the Chief Finance Officer or Chief Executive is to sign off that redaction has been completed.

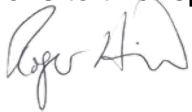
Sign:

Print:

Chief Executive / Chief Finance Officer

Decision and Final Sign Off

I agree the recommendations to this report:

Sign: 

Print: Roger Hirst
PFCC

Date signed: 19/01/2024

I do not agree the recommendations to this report because:

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Sign:

Print:

PFCC/Deputy PFCC

Date signed: